
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
8207	LSO - SPB Ethics in State Government Online Course	Date Revised: 11/30/2016
		Version: 3

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Overview

Online training courses allow employees flexibility and convenience of completing a course at their convenience. The SPB *Professional Development Online Courses* require completion of a test and survey at the conclusion of the course, while other online courses do not have that requirement.

Magic Portal Logon Information

The website address used to access MAGIC is: <https://portal.magic.ms.gov/irj/portal>.

Note: If you have difficulty with viewing the training course, please review [MAGIC Technical Requirements](#) on the MMRS website for compatibility issues.

If you have problems with your user ID or password, call the MMRS Call Center at 601-359-1343. Select Option 1 (Security), Sub-option 1 (MAGIC).



The screenshot shows the login interface for the MAGIC portal. On the left is the MAGIC logo, which includes a map of Mississippi and the text "MAGIC" in large yellow letters, with "Mississippi's Accountability System for Government Information and Collaboration" written below it. To the right of the logo, there is a link: "Having password problems? Please click on this [link](#) for help...". Below this, there are two input fields: "User *" and "Password *". To the right of the "Password *" field is a "Log On" button. At the bottom left, there is a message: "MAGIC is the Mississippi Accountability System for Government Information and Collaboration." followed by "If you need access or additional information please go to the below website." and the URL "http://www.dfa.ms.gov/dfa-offices/mmrs".

Once you log into MAGIC the following screen will appear.

MAGIC Mississippi Accountability System for Government Information and Collaboration

Welcome: Katie Womack

Home Employee Self-Service External Learner SRM WebGUI General Applications Analytics Training Administrator HR Administrator Trainee

Overview Universal Worklist Identity Management

Home > Overview

MAGIC Information

<<< PRE PROD >>>

Asset Transfer Enhancement

Posted on Tuesday, July 21st 2015 at 10:30 am

When using T-Code ZFAA_SAGY, MAGIC will now allow you to transfer more than 10 assets at a single time. Click [here](#) for additional information.

To view previous MAGIC information, please review the list on the [MAGIC](#) webpage.

If you are a state employee or contract worker and would like to receive MAGIC Information via MASH, send a request to: mash@dfa.ms.gov with "MAGIC Email Request" in the subject line. You will only need to send one email to be added to the email group and will receive the updates via email

Book Online Courses

Note: All steps must be followed in order for successful completion of this course. Failure to do so will result in a Course Grade of Failed/Incomplete!!!

Your Action...	System Response...
1. Select the Employee Self Service tab.	The Employee Self-Service > My Training screen will appear.

MAGIC Mississippi Accountability System for Government Information and Collaboration

Welcome: Katie Womack

Home Employee Self-Service External Learner SRM WebGUI General Applications Analytics Training Administrator HR Administrator Training Coordinator Central Training Admin

My Training Manager Self-Service Reports

Employee Self-Service > My Training

Find

Search Term Find Extended Search

My Learner Account

- My Training Activities
- My Approval Requests
- My Transcript
- Course Prebookings
- Favorites
- Qualifications Profile
- Settings

Course Catalog

- Finance and Administration Catalog
- Dept of Human Services Catalog
- HS Development Authority Catalog
- Public Employees Retirement Sys. Catalog
- State Personnel Board Catalog

Messages and Notes

There are no messages or notes for you.

My Current Training Activities

All (0)

Your current training activities in summarized format.

Course	Delivery Method	Schedule	Location	Learning Progress	Start
The table does not contain any entries					

Refresh Print

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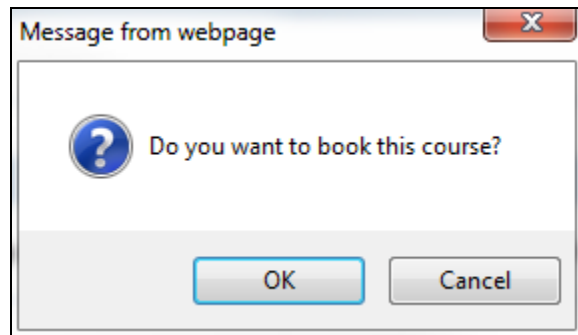
Your Action...	System Response...
2. Select the Course Catalog tab.	The Course Catalog (Overview) will appear.

Your Action...	System Response...
3. Select the State Personnel Board Catalog .	The Subject Area State Personnel Board Catalog screen will appear.

Your Action...	System Response...
4. Select the Professional Development under Assigned Subject Areas.	The Subject Area Professional Development screen will appear.

Your Action...	System Response...
5. Select the Ethics in State Government Online Course .	The Online Training: Ethics in State Government screen will appear.

Your Action...	System Response...
6. Select Book this Course .	The "Do you want to book this course?" box will appear.



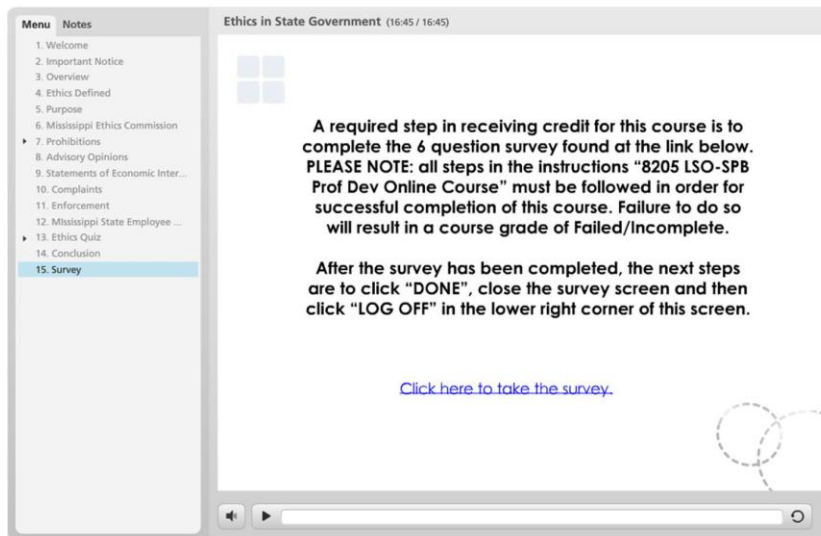
Your Action...	System Response...
7. Select OK . (You may need to "Refresh" the screen.)	The Start Course Now screen will appear.

Your Action...	System Response...
8. Select Start Course Now .	The Course will begin.
9. Once the Course is concluded, you must complete the required Quiz on Ethics in State Government.	The Results screen will appear.

Note: *Even though this screen displays the results of your quiz, you have not yet finished all the requirements for completion.*

Your Action...	System Response...
10. Select Finish .	The "Click here to take the survey" screen will appear.

Your Action...	System Response...
11. Select Click here to take the survey.	The Survey screen will appear.
12. Select Done after the survey has been completed.	
13. Close the Survey Screen.	The "Click here to take the survey" screen will re-appear.



Settings Print Help Log off

Your Action...	System Response...
14. Select Log Off.	The "Start Course Now" screen will appear.
15. Review the Completion Status near the bottom of the screen.	<p>One of these messages appears: "The course was passed successfully, but it has not been set to 'completed.' " or "The course was not passed successfully."</p> <p>If you receive the message: "The course was <u>passed successfully</u>, but it has not been set to 'completed,' you will then follow the remaining instructions.</p> <p>If you receive the message: "The course was <u>not passed successfully</u>," choose Cancel when asked to confirm participation. You will need to retake the course at this point.</p>

KASIC Mississippi Accountability System for Government Information and Collaboration

Welcome: **Katie Womack** Log off

Navigation: Home, Employee Self-Service, External Learner, SRM WebGUI, General Applications, Analytics, Training Administrator, HR Administrator, Training Coordinator, Central Training Administrator, Billing Admins

My Training > My Training

Navigation

- Training Home
 - Information
 - Training Admin/Coordinator
- Find
 - Search Term
 - Find
 - Extended Search
- My Learner Account
 - My Training Activities
 - My Approval Requests
 - My Transcript
 - Course Prebookings
 - Favorites
 - Qualifications Profile
 - Settings
- Course Catalog
 - Finance and Administration Catalog
 - Dept of Human Services Catalog
 - MG Development Authority Catalog
 - Public Employees Retirement Sys. Catalog

Fee

Free of Charge

Learning Progress

Booking Date	08/29/2015
Course is licensed as of	08/29/2015
Course is licensed until	02/25/2017
First Accessed on	08/29/2015
Last Accessed on	08/29/2015
Total Completion Time to Date	40 Minutes
Max. Number of Accesses	0003
Current Number of Accesses	0001
Objectives Achieved	100.00%
Completed Learning Objects	100.00%
Completion Progress	80.00%
Current Status	100.00%
Completion Status	The course was passed successfully, but it has not been set to 'completed'.

Confirm Participation / Set Course to Completed

You have successfully passed the course, please select the link below to Confirm Participation and Set Course to Completed. Selection of this link will upload the successful course completion to your transcript.

[Confirm Participation / Set Course to Completed](#)

Start Course

Your Action...	System Response...
16. Once the Course has been finished, select the Confirm Participation/Set Course to Completed link.	The "Do you want to confirm participation in this course?" screen will appear.

Message from webpage

Do you want to confirm participation in this course?

OK Cancel

Your Action...	System Response...
17. Select OK .	The system will update this screen with "Your participation in this course has been completed" and will change the Completion Status accordingly.

The course will be added to the employee's transcript during an overnight process.

NOTE: If the employee does not pass the course, they may retake the course. The employee will have three (3) opportunities to complete the quiz. If the employee does not pass after the three (3) times, they will be required to re-register for the course and start over.